

Minutes of the Regular Meeting of the City Council of the City of Manchester, Iowa  
Monday, June 9, 2025

Video recordings of City Council meetings are available at  
<https://www.youtube.com/@cityofmanchesteriowa9648>

Mayor Behnken called the meeting to order at 5:00pm. The meeting began with the Pledge of Allegiance.

Roll call of members present: Bryan Gray, Linda Schmitt, Joe Dittrick, Mary Ann Poynor, Bill Scherbring.  
Absent: None.

Motion by Schmitt, seconded by Gray to approve the agenda as presented. On call of roll: Ayes: Schmitt, Gray, Dittrick, Poynor, Scherbring. Nays: None. Motion carried.

Public Input

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None.

Consent Agenda

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3.1 Approval of the minutes of the May 27, 2025 Regular City Council meeting & the June 2, 2025 Committee of the Whole meeting

3.2 R-051-2025 Resolution Approving Bills

3.3 Acknowledge Receipt of City Reports & Minutes

3.4 Approval of Renewal Applications for Iowa Retail Cigarette Permits

3.5 Acknowledge receipt of unpaid nuisance snow removal fees and approve the certification to the Delaware County Treasurer for collection on property taxes

3.6 Review decision of the Board of Adjustment to approve the request of Fred Sternhagen for the property at 220 West Elm Street for an exception to City Code Section 165.24.10(b)(1) "Supplemental Use Regulations, Permitted Accessory Uses" and to City Code Section 165.25.8(c) "Supplemental Use Regulations, Accessory Buildings, Structures and Garages" to allow for the construction of a 1,280 SF garage which will cover 33% of the rear yard

3.7 R-052-2025 Resolution Amending Salary Resolution

3.8 R-053-2025 Resolution Appointing Commissioner to the Eastern Iowa Regional Housing Authority from the City of Manchester, Iowa

3.9 Approve the appointment of Doug Hawker to the Board of Adjustment as recommended by Mayor Behnken

3.10 Approve payment of claims totaling \$26,403.50 to Fehr Graham for engineering services

3.11 Approval of the Consent Agenda

Mayor Behnken reviewed the items on the Consent Agenda with the City Council. Motion by Dittrick, seconded by Poynor to approve the Consent Agenda items as presented. On call of roll: Ayes: Dittrick, Poynor, Schmitt, Gray, Scherbring. Nays: None. Motion carried.

Bills approved for payment

Vendor	Description	Amount
ACE ELECTRIC	GENERATOR REPAIRS	377.37
ADDOCO	PLAYGROUND MULCH	1,820.00
ALLIANT ENERGY	ELECTRICITY	3,749.73
AMAZON BUSINESS	SUPPLIES	1,251.76
AMERICAN RED CROSS	LIFEGUARD CERTIFICATION	235.00
ARNOLD MOTOR SUPPLY	VEHICLE MAINT SUPPLIES	13.49
BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	53.40

BARD MATERIALS	ROCK/CONCRETE	3,469.26
BLACK HILLS ENERGY	NATURAL GAS	3,752.42
BOUBIN TIRE & AUTOMOTIVE	FLAT REPAIR	79.87
BSN SPORTS	LIFEGUARD WHISTLES	315.96
CENGAGE LEARNING	LIBRARY MATERIALS	24.69
CHEMSEARCH	SUPPLIES	75.45
CITY LAUNDERING	RUG MAINTENANCE	79.22
CITY OF MANCHESTER	COMPLEX WATER/SEWER	375.53
COMELEC SERVICES	SHOP INTERNET	153.00
CONNECTIONS EAP	EMPLOYEE ASSISTANCE PROGRAM	164.67
DAKOTA SUPPLY GROUP	WESTSIDE ESTATES SUPPLIES	16,638.00
DEL CO ECONOMIC DEVELOPMENT	WEBSITE MAINTENANCE	1,000.00
DEL CO SOLID WASTE	MONTHLY LANDFILL	1,047.30
DELHI LUMBER	SUPPLIES	403.41
DEMCO	LIBRARY MATERIALS	448.60
ENGINEERED EQUIPMENT SOLUTIONS	BELT TENSIONER	319.53
FAREWAY STORES	SUPPLIES, CONCESSIONS	1,899.30
FIRE SERVICE TRAINING BUREAU	TRAINING	100.00
GALLS	UNIFORM SUPPLIES	680.94
HAWKINS	CHEMICALS	1,034.93
INFRASTRUCTURE TECHNOLOGY	NETWORK SECURITY	470.00
JASMINE WHITE	AIRPORT CLEANING	80.00
JOHN DEERE FINANCIAL	SUPPLIES	685.98
KAY PARK REC	BLEACHERS	5,610.40
KLUESNER SANITATION	GARBAGE/RECYCLING CONTRACT	28,040.85
MAINSTAY SYSTEMS	IT SERVICES	48.50
MANCHESTER CARQUEST	VEHICLE MAINT SUPPLIES	227.33
MEDIACOM	PHONE/INTERNET	11.22
MES SERVICE COMPANY	FIRE SAFETY GEAR	3,089.76
MICROBAC LABORATORIES	TESTING	635.50
MIDWEST TAPE/HOOPLA	SUBSCRIPTION	708.46
MUNICIPAL SUPPLY	METERS	70.00
MYERS COX	CONCESSIONS	1,328.75
PEPSI COLA BOTTLING	CONCESSIONS	685.80
PETERS & LONGMUIR	LEGAL FEES	1,700.00
RUNDE AUTO GROUP	VEHICLE MAINT SUPPLIES	16.22
SARAH TAYLOR MARKETING	SOCIAL MEDIA	759.00
SCHMITZ JANITORIAL	POOL CLEANING SUPPLIES	195.55
SLM LAWN MOWING & TRIMMING	NUISANCE MOWING	300.00
STATE CHEMICAL SOLUTIONS	LIFT STATION MAINTENANCE	326.20
TERMINAL SUPPLY CO	FUSE HOLDER	42.85
US CELLULAR	MOBILE DATA/HOT SPOT	89.37
USPS	POSTAGE	1,114.05
WINDSTREAM	PHONE/INTERNET	480.99
	TOTAL	86,279.61
	Fund Summary	
	001 - GENERAL	54,775.36
	003 - HOTEL/MOTEL TAX	1,759.00

	110 - ROAD USE TAX	3,299.94
	112 - EMPLOYEE BENEFITS	164.67
	171 - LIBRARY GIFT & TRUST	1,154.91
	320 - SUBDIVISION PROJECTS	16,638.00
	600 - WATER	4,590.48
	610 - SEWER	3,897.25
	Grand Total	86,279.61

Ordinance 002-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Fireworks

Motion by Dittrick, seconded by Schmitt to waive the first and second reading and proceed on to the third consideration and final adoption of Ordinance 002-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Fireworks. On call of roll: Ayes: Dittrick, Schmitt, Poynor, Gray, Scherbring. Nays: None. Motion carried.

Motion by Poynor, seconded by Dittrick to approve the third consideration and final adoption of Ordinance 002-2005 An Ordinance Amending the Code of Ordinances of the City of Manchester, Iowa, by Amending Provisions Pertaining to Fireworks. On call of roll: Ayes: Poynor, Dittrick, Gray, Scherbring, Schmitt. Nays: None. Motion carried.

Ordinance 003-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates

Motion by Scherbring, seconded by Poynor to proceed with the first consideration and adoption of Ordinance 003-2025 An Ordinance Amending the Code of Ordinances of the City of Manchester by Amending Provisions pertaining to Utility Rates. On call of roll: Ayes: Scherbring, Poynor, Gray, Schmitt, Dittrick. Nays: None. Motion carried.

#### Pool Vacuum Replacement

Motion by Poynor, seconded by Scherbring to purchase the Enduro M32, a heavy-duty programmable pool vacuum in the amount of \$12, 442.84. On a call of roll: Ayes: Poynor, Scherbring, Gray, Schmitt, Dittrick. Nays: None. Motion carried.

#### Review of draft Ordinance Amending Provisions Pertaining to the Police Department

City Manager Vick reviewed the draft ordinance with the City Council, noting the intent was to streamline city operations and ensure consistent oversight, by clarifying the relationship between the City Manager, Police Chief, and Police Department. It would bring the Police Department under the direct daily supervision of the City Manager, mirroring the management structure of all other city departments. The Mayor would still appoint and remove the Police Chief with City Council approval, but the City Manager's office would handle the day-to-day administrative functions, similar to the City Clerk, who is appointed by the Council but managed daily by the City Manager.

#### Nuisance Property Updates

City Staff and the City Attorney provided an update to the City Council on the status of nuisance abatement cases.

#### Engineer Updates

Jason Wenger, Burrington Group, updated the City Council on construction projects.

Reports

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City Staff, City Attorney, and City Council reports were given.

Motion by Scherbring, seconded by Dittrick that the meeting adjourn at 5:31pm. Motion carried, all ayes.

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Connie Behnken, Mayor

Attest:

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Erin Learn, City Clerk